



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 666-3321

Chukchansi Sovereign Enterprises

JOB DESCRIPTION – TRAVEL CENTER GENERAL MANAGER

Reports To: Chukchansi Sovereign Enterprises (CEO)

Department: Chukchansi Crossing

Status: Exempt

Salary Range: D.O.E.

SUMMARY AND SCOPE:

Travel Center managers are responsible for overseeing all aspects of their Chukchansi Travel Center. The General manager ensures that everything is running smoothly, from the pumps to the cash register to the cleanliness of the restrooms. They may also be responsible for hiring and training new employees or helping current employees grow within the Travel Center. This might include providing additional training or coaching on topics such as customer service or safety procedures.

PRIMARY RESPONSIBILITIES:

- Maintaining a clean and safe working environment by following safety procedures and protocols
- Ordering and maintaining inventory levels of all products sold at the station, including fuel, food, beverages, tobacco products, automotive supplies, and other items
- Coordinating the delivery of fuel to the station and ordering additional supplies as needed
- Communicating with suppliers about pricing changes in order to plan for future expenses
- Managing employee recruitment and training efforts to ensure that all employees are properly trained in their job duties
- Monitoring pump prices to ensure that they are consistent with market prices for similar stations in the area
- Scheduling employees' work hours based on business demands and staffing requirements
- Conducting employee performance reviews to ensure that individuals are meeting job requirements
- Monitoring cash flow to ensure that the business has enough capital to pay bills on time and make investments in equipment or facilities.

QUALIFICATION REQUIREMENTS:

- Bachelors of Degree in Business Administration or related fields preferred.
- Minimum of two years of experience in a gas station, or related field, such as retail or customer service.
- Proven management experience in a customer service environment
- Working knowledge of POS System, and SSCS

- Strong understanding of state and federal laws governing the sale of gasoline and other regulated products.
- Ability to lift 50 pounds.
- Excellent communication, interpersonal, and leadership skills
- Ability to work long hours, including nights and weekends
- Basic math and computer skills
- Flexibility to handle multiple tasks simultaneously
- Must possess a valid State-issued Driver's License and insurance
- Must be able to pass in-depth background check
- Must pass drug test

PRCI TRIBAL PREFERENCE:

For purposes of hiring, promotions, transfers, and training all candidates must possess the "minimum qualifications" as stated in the job description or job announcement. Minimum qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills (where applicable). Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the minimum qualifications shall not be denied an interview if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled tribal members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate. If more than one person at the same preference level meets the minimum qualifications, the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)